

Waldo County District Attorney's Office
Legal Secretary Position

This position performs secretarial and other specialized work in the DA's office. Primary duties included enters all information for adult District Court cases into computer system, distributing discovery material, filing obtaining police reports for in-custody defendants. Prepares all legal papers for District Court.

Job Related Skills and Qualifications:

Have to pass a background, criminal and motor vehicle record check. Excellent communications skills and the ability to follow oral and written instructions. Have excellent computer skills and the ability to work under high pressure conditions, meeting deadlines, including but not limited to handling multiple tasks. Must have the ability to follow complicated procedures and use good judgment.

Education/Training:

Minimum High School Diploma or equivalent, with two years training in secretarial or other administrative duties. Knowledge in basic legal terminology and the criminal justice system desired, but not mandatory.

The County of Waldo offers and excellent benefits package. Pay Level commensurate with experience.

Applications and job descriptions are available at the District Attorney's office, located in the Superior Court building on 137 Church St. Belfast.

Applications, Resume and Cover letters are due
Thursday, March 1, 2012 by 4:00pm.
Mail, Fax or email to:

Waldo County District Attorney's Office
137 Church St.
Belfast, Me 04915
Ph. 338-2512
Fax 338-6792
personnel@waldocountyme.gov

Waldo County is an equal opportunity employer.